

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

October 31, 1983

MEMORANDUM NO. 1983-32

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: FAMIS Vendor Codes for Intra-Government Payments

In the implementation of FAMIS, our new statewide accounting system, attention has been drawn to the large number of codes in the Vendor Edit Table assigned to various departments and agencies of the State government, and to organizational units within them. Because these vendor-codes are now an integral part of processing all payments within the government, there is a critical need to reduce the number of codes and to standardize the payee-names associated with them.

In line with general instructions in the past, the payee-names for intra-government payments should be as follows:

Director of Finance, State of Hawaii
Account of (name of receiving department or agency)

These standardized names not only avoid the need for a large volume of more specific payee-names, but also make the deposit of the warrants more efficient by eliminating the need for unique endorsement by the receiving department or agency. This pattern of standardized name should be used for:

- (1) Expenditure-type transactions between funds, between departments;
- (2) Expenditure-type transactions between funds, but within the same department or agency.
- (3) Reimbursements between departments.
- (4) Reimbursements within the same department or agency.

Occasionally there are situations in which a warrant is to be forwarded to central accounting in our department for deposit; examples of these situations are payment of debt service reimbursement, payment of payroll fringe benefit reimbursements, and payment of payroll reimbursements for funds outside the State Treasury. In such situations, when the warrant is to be forwarded to central accounting for deposit, the payee-name should be as follows:

Director of Finance, State of Hawaii
Attention: DAGS Accounting Division

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Attached is a listing of the available payee-names and the related vendor codes for the types of payments addressed in this memorandum. Effective immediately, these codes should be used for any new transactions that are initiated, as we anticipate terminating the use of other vendor codes for intra-government payments when transactions already using those other vendor codes have been completed. If your accounting personnel have any questions regarding this matter, they may call Albert Torigoe of our Accounting Division at 548-3895.



HIDEO MURAKAMI
Comptroller

Attch.

<u>Department</u>	<u>Vendor Number-Suffix</u>
Agriculture	105088-00
DPED	105089-00
DLNR	105090-00
DOT	105091-00
DOE	105092-00
UH	105093-00
Defense	105094-00
Health	105095-00
HHL	105096-00
Judiciary	105097-00
DSSH	105098-00
DLIR	105099-00
DAGS	105100-00
Attorney General	105101-00
B & F	105102-00
DPS	105103-00
Governor's Office	105104-00
DCCA	105105-00
Lt. Gov.	105106-00
Taxation	105107-00
DAGS, Accounting Division	105108-00